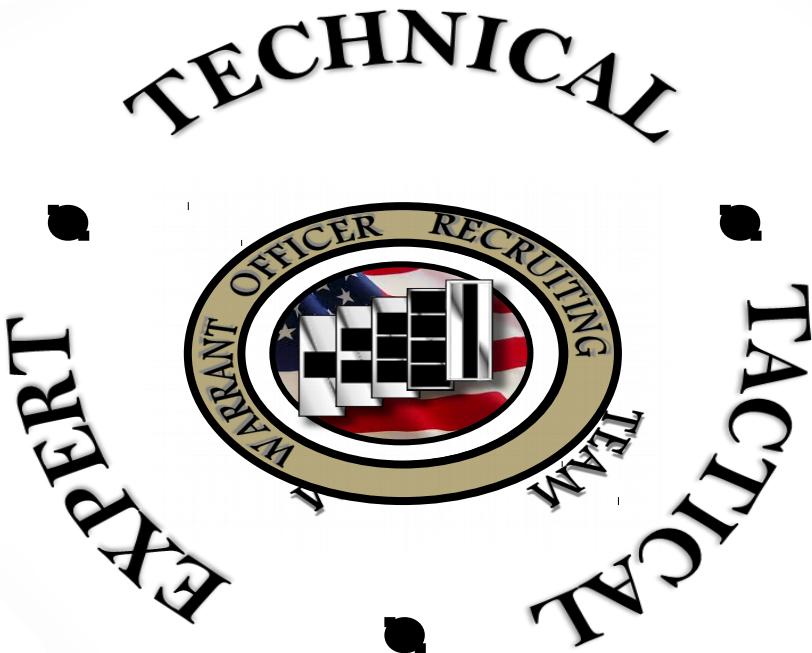


U.S. Army Warrant Officer Recruiting Brief



As of 1 JAN 16





Briefing Agenda

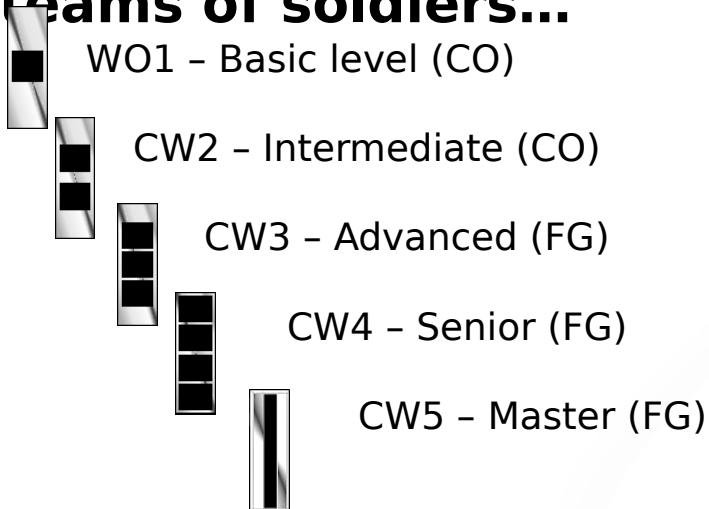
- **Definition of a Warrant Officer**
- **Warrant Officer Recruiting Mission**
- **General Requirements**
- **Who We are Looking For**
- **Opportunities and Benefits**
- **Application and Processing**
- **Q & A**

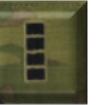




What is a Warrant Officer?

“Warrant officers are highly specialized officers. They are self-aware and adaptive combat leaders, trainers, staff officers, and advisors. Warrant officers are competent and confident warriors, innovative integrators of emerging technologies, dynamic teachers, and developers of specialized teams of soldiers...”





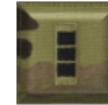
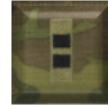
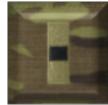
Warrant Officer Recruiting

The Warrant Officer Recruiting Team is tasked with recruiting HIGHLY QUALIFIED in-service applicants who demonstrate character, competence, and commitment to serve as Joint and Combined Arms capable Army Warrant Officers who will maintain the Army capability overmatch required to "Win in a Complex World".

**United States Army
Warrant Officer Recruiting**

GOT WHAT IT TAKES?  GO WARRANT NOW! 





Administrative Requirements

1. US Citizenship ([No Waiver](#))
2. General Technical (GT) Score of 110 or higher ([No Waiver](#))
3. High School Graduate or have a GED ([No Waiver](#))
4. FINAL Secret Security Clearance ([No INTERIM; No Waiver](#))
5. Must Have \geq 12 Months Remaining on Enlistment Contract ([Waiver Avail.](#))
6. Pass Commissioning Physical for Tech or Flight Physical for Aviators ([Waiver Avail.](#))
7. Age: Technicians $<$ 46 yrs / Aviators $<$ 33 yrs at time packet is boarded ([Waiver Avail.](#))
8. Active Federal Service: $<$ 12 yrs at time the DA61 is signed by applicant ([Waiver Avail.](#))
9. Pass the Standard 3-event Army Physical Fitness Test (APFT) and Meet Height/Weight Standards ([Waiver Avail for the 2mi run only.](#))

Waivers are only granted on a case-by-case basis under extraordinary circumstances





General Information

Technician

- 14 - Branches
- 36 - MOSs



- Usually SGT or higher
- Most require ALC
- ~~Requirements~~ listed experience on the MOS pages of our website:



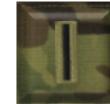
Aviator

- 1 - Branch
- 1 - MOS (153A)
- Any MOS/Rank can Apply
- Qualifying SIFT Score (40+)



WWW.USAREC.ARMY.MIL/HQ/WARRANT





Warrant Officer MOSs

(Refer to website for critical WO MOSs by board)

WO MOSs

125D

131A

140A

140E

150A

150U

12/13/19 Series

Instructor/Operator experience

151A Aviation Maintenance Tech

15Q)

153A Rotary Wing Aviator

170A Cyber Operations Tech

17/25/35 MOSs)

255A Information Services Tech

255N Network Management Tech

290A Electronic Warfare Tech

350F All Sources Intelligence Tech

350G Imagery Intelligence Tech

351L Counterintelligence Collections Tech

351M Human Intel Collection Tech

352N Traffic Analysis Tech

352S Non Morse Intercept Tech

Historically Critical Mission Open to ALL MOSs

Corporal MOS Descriptions

Geospatial Engineering Tech

Field Artillery Targeting Tech

Command and Control Systems Tech

Air and Missile Defense Tactician/Tech

Air Traffic Control

Tactical UAV Tech

Enlisted Army Leader MOSs

12Y or 35F, 35G

11C, 13B, D, F, M, P, R, T, 19D

14G, 14H, 14S

14E, H, T, 94S

15Q

15E, 15W, or 11B,C,H,M,
w/SUAS

All CMF 15 MOSs (Excluding 15P &

All MOSs

All MOSs (Preferred CMF

All MOSs

All MOSs

13F, 25B, 25E, 29E

35F

35G

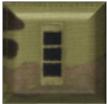
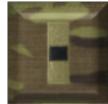
35L

35M

35N, 35P

35S





Warrant Officer MOSS Cont.

(Refer to website for critical WO MOSS by board)

WO MOS

MOS Description

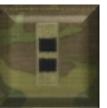
<u>353T</u>	<u>Intel and Electronic Warfare Tech</u>
420A	Human Resources Tech
740A	CBRN Tech
<u>880A</u>	<u>Marine Deck Officer</u>
<u>881A</u>	<u>Marine Engineer Officer</u>
882A	Mobility Officer
890A	Ammunition Tech
913A	Armament Systems Maint Tech
<u>914A</u>	<u>Allied Trades WO</u>
915A	Automotive Maint Tech
919A	Engineer Equipment Maint Tech
920A	Property Accounting Tech
920B	Supply Systems Tech
<u>921A</u>	<u>Airdrop Systems Tech</u>
922A	Food Service Tech
923A	Petroleum Systems Tech
948B	Electronic Systems Maint Tech
<u>948D</u>	<u>Electronic Missile Systems Maint Tech</u>

Enlisted Army Feeder MOSSs

<u>35T</u>	
42A/42F	
<u>74D</u>	
<u>88K</u>	
	<u>88L and 12P, w/ASI S2</u>
88H, 88M, 88N	
89B, 89D	
91F, A, M, P, S	
<u>91E</u>	
	91A, B, C, D, H, L, M, P, S, X
91B, C, D, H, J, L, X	
92Y, 68J	
92A	
	<u>92R</u>
92G, 68M	
	92F, L, W
94D, E, F, H, K, L, R, V, W, Y, & Z; 25S	
<u>94A, M, P, S, T, & Z</u>	

Historically Critical Mission





Who are We Looking For?



- **Leaders**
- **Self Confident**
- **Dependable**
- **Technically/Tactically Proficient**
- **Ethical and Moral**
- **Decision Makers**
- **Self-Sufficient**
- **Mature**
- **Able to Grasp Complex Problems**
- **Mentally and Physically Strong**





Opportunities and Benefits

- Small Elite Corps**
 - 2+% of the Army (Approx 15K in RA)
 - 15% of the Officer Corps
- Challenging Assignments**
- Technical Training and Education**
- Faster Promotion Potential**
- Extended Career Path**
- Perform Core Duties Longer**
- Better Pay and Retirement**

2-STAR DISCIPLINED & DEMOTTED 15 **MREs ON THE MENU** Sgt. launches wild restaurant chain 4 **ONE-WAY TICKET TO MARS** 1st LT volunteers for space mission 17 **DITCH THE GYM** Sports that give you an edge on your APFT 30

ArmyTimes.com A GANNETT COMPANY

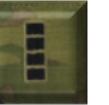
Follow us: [@ArmyTimes](https://twitter.com/ArmyTimes) facebook.com/ArmyTimes

SPECIAL REPORT

The **BEST** career move you can make:

- \$1,000 more per month
- Tens of thousands more for retirement
- Huge promotion opportunities
- 3,400 openings for active, Guard & Reserve





Unique Assignment Opportunities

White House Communications Agency



White House Transportation Agency 

White House/Congressional Fellowships



Training-with-Industry (TWI)

Instructor (WOBC/WOAC/WOCC)

LOCKHEED MARTIN 



WOCS TAC Officer



Warrant Officer Recruiting Team



Pentagon and Department of the Army



TAFT Assignments (Technical Assistance Field Team)





Training and Education

- Maintain G.I. Bill benefits
 - Maintain tuition assistance (TA) benefits
 - Degree Completion Program



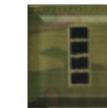
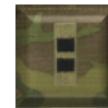
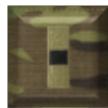
Army Logistics University, VA

***Naval Post Graduate
School, MD***

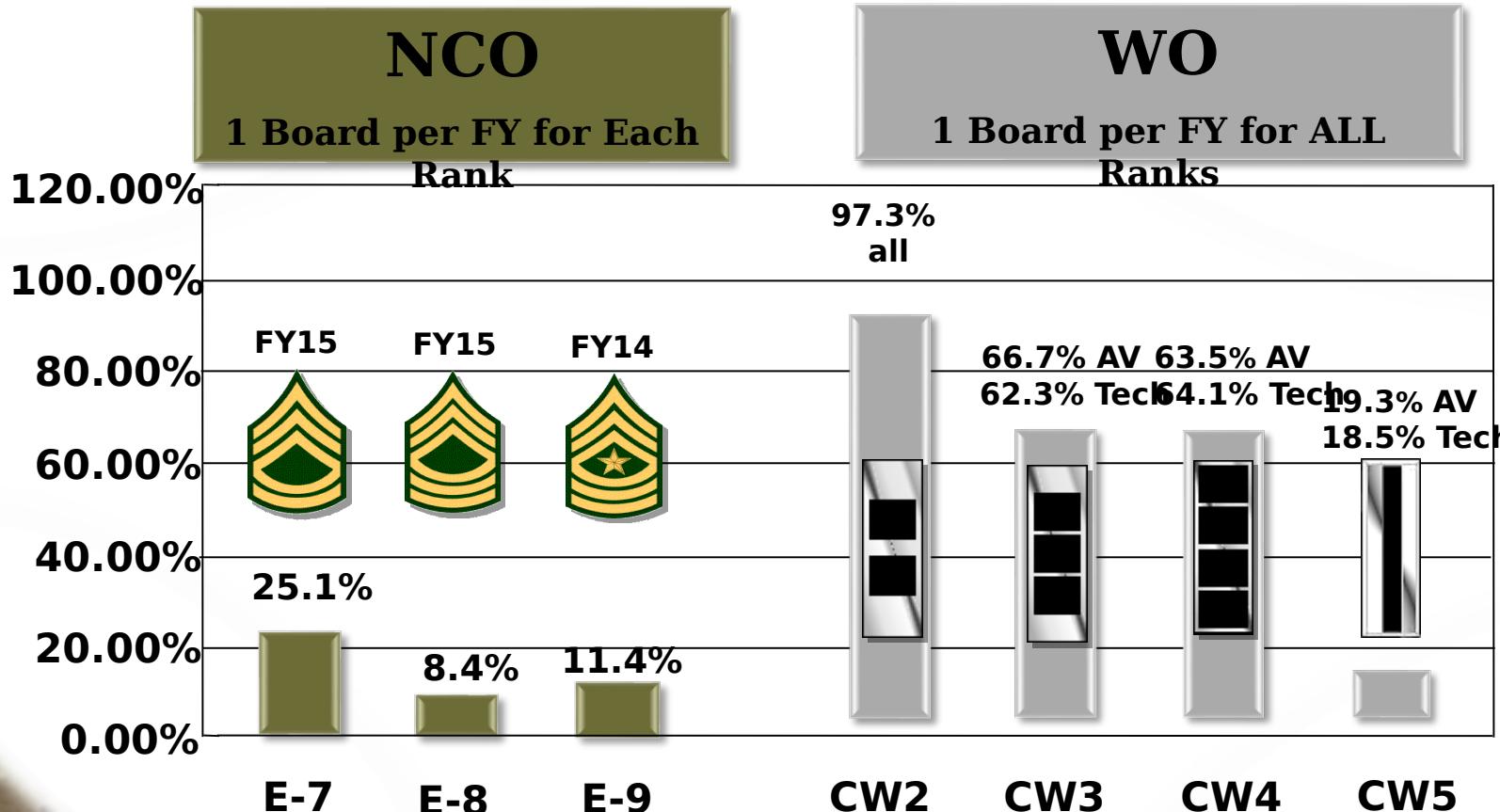
***National Defense
University, DC***

***Army Management
Staff College, VA***



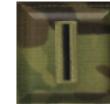


Army Promotion Comparison



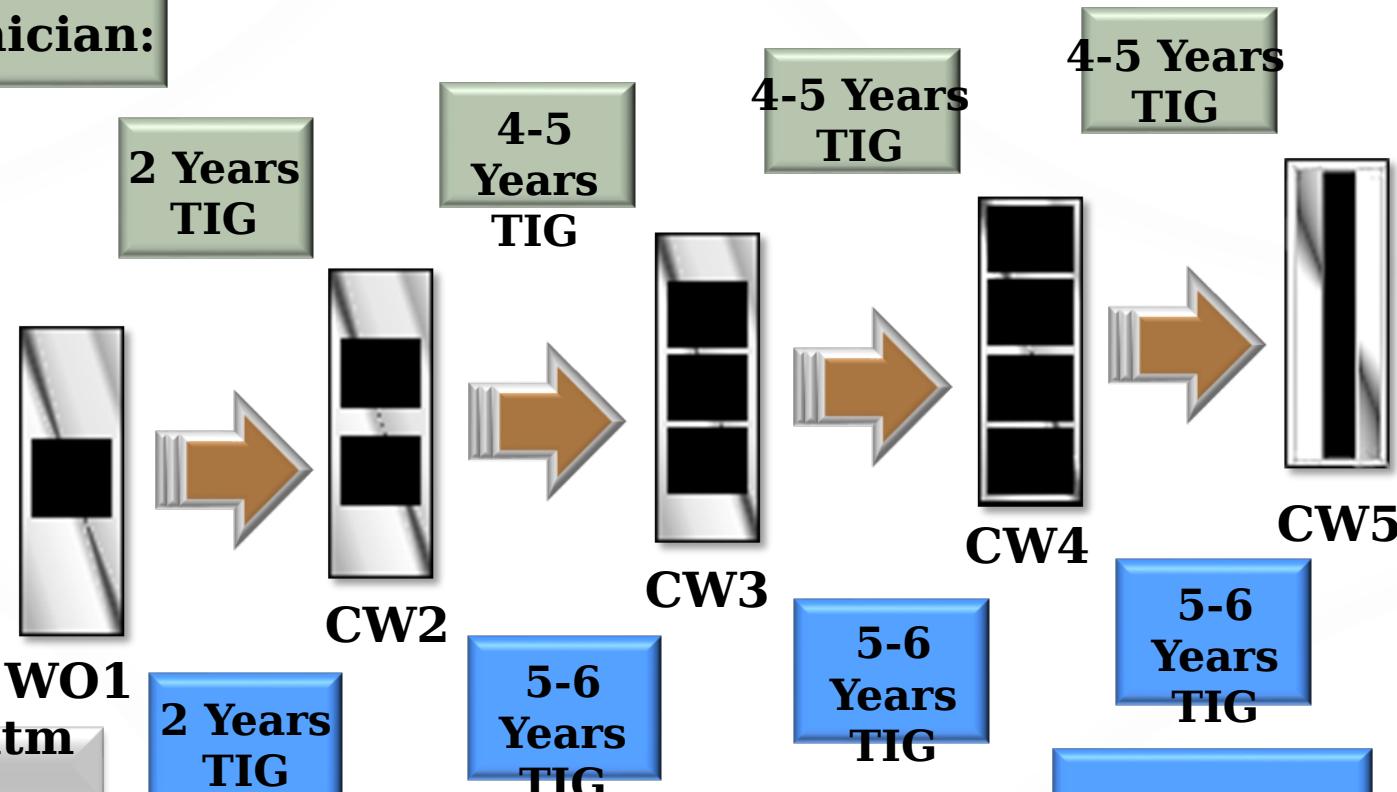
Source: Human Resource Command

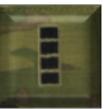




Warrant Officer Promotion Timeline

Technician:





Extended Career

IAW STEP Directive dtd 13 Aug 15

**Total Years Active
Federal Service**

32 Years

MSG
(P)/SGM/CSM

**30 + Years of WO
SVC *If Promotion**

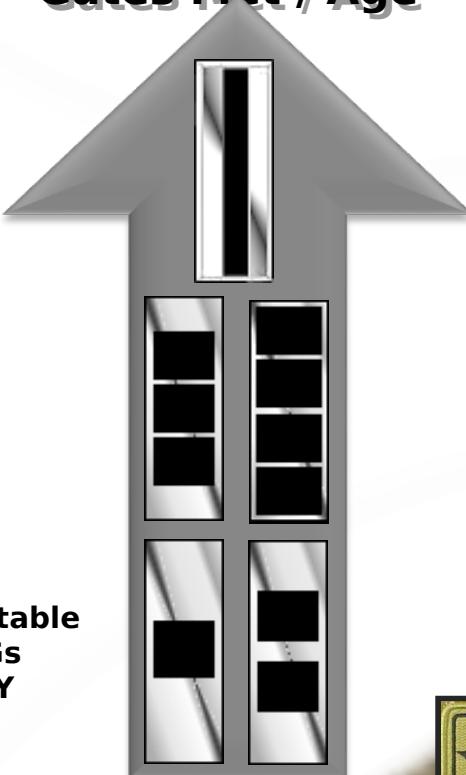
Gates Met / Age

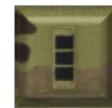
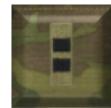
**20
Years**
SSG/SSG

**26
Years**
SFC/SFC

**29
Years**
MSG

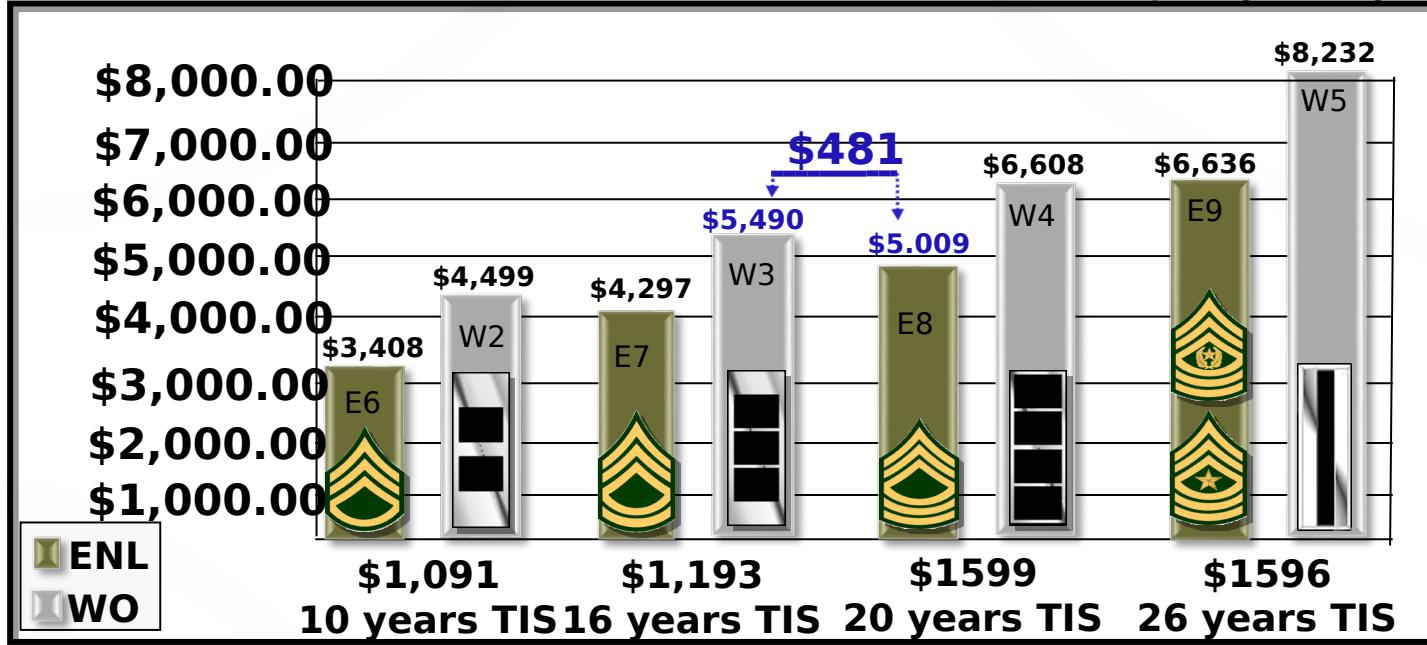
**Promotable
MSGs
ONLY**





Base Pay Comparison

Based on January 2016 Pay Scale



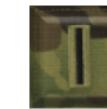
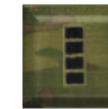
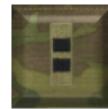
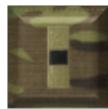
Approx Snapshot

E-5 vs W1 at 6 years TIS = \$893 more

E-6 vs W1 at 8 years TIS = \$696

E-7 vs W1 at 10 years TIS = \$349





Retirement Pay Comparison

CW3 20 \$3,035 (50%) **\$799**

E-7/SFC 20 \$2,236 (50%)

CW4 24 \$4,310 (60%) **\$1095**

E-8/MSG 24 \$3,214 (60%)

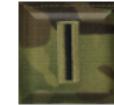
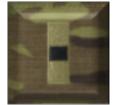
CW5 30 \$6,483 (75%) **\$1257**

E-9/SGM 30 \$5,266 (75%)

Based on January 2016 Pay Scale

Source- <http://www.dod.mil/cgi-bin/finalpayhigh3.pl>





WO Aviation Career Incentive Pay



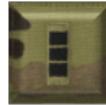
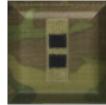
AVIATION CAREER INCENTIVE PAY

2 OR LESS	OVE R 2	OVE R 3	OVE R 4	OVE R 6	OVE R 14	OVE R 22	OVE R 23	OVE R 24	OVE R 25
\$12 5	\$15 6	\$18 8	\$20 6	\$65 0	\$84 0	\$84 0	\$84 0	\$84 0	\$84 0

CAREER ENLISTED FLYER INCENTIVE PAY

4 OR LESS	OVER 4	OVER 8	OVER 14
\$150	\$225	\$350	\$400

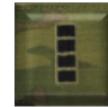
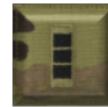
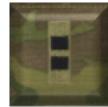
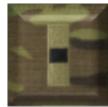




Where to Start...

www.usarec.army.mil/hq/warrant



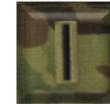


FY16 WO Selection Board Schedule

(*Refer to website to verify dates***)**

Nov-15	Jan-16	Mar-16	May-16	Jul-16	Sep 16
131A	120A	131A	140E	120A	150U
140A/E	125D	140A/E	150U	125D	153A
150A	150U	150A	153A	131A	180
151A	153A	151A	180A	140A/E	255A/N
153A	255A/N	153A	255A/N	150A	311A
180A	311A	170A	311A	151A	420A
290A	350F	180A	350F	153A	882A
350F/G	352N/S	290A	420A	311A	915A
351L/M	353T	350F/G	880A	350F/G	
352N	420A/C	351L/M	881A	351L/M	
890A	740A	352N	890A	352N/S	
913A	880A	915A	913A	353T	
914A	881A	920A/B	914A	920A/B	
915A	882A	921A	915A	921A	
919A		922A	919A	922A	
920A/B		923A		923A	
921A		948B/D		948B/D	
922A					
923A					





FY16 WO Packet Submission Deadlines

(*Refer to website to verify dates***)**

Board
Date - 60
Days

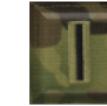
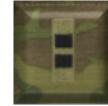
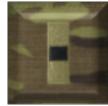
Board
Date - 30
Days

Board
Date - 14
Days

Board Dates	New Packet Deadline	Corrections Deadline	Updates Deadline
16-20 Nov 15	18-Sep-15	19-Oct-15	2-Nov-15
11-15 Jan 16	20-Nov-15	14-Dec-15	28-Dec-15
14-18 Mar 16	15-Jan-16	15-Feb-16	29-Feb-16
16-20 May 16	18-Mar-16	18-Apr-16	2-May-16
18-22 Jul 16	20-May-16	20-Jun-16	4-Jul-16
12-16 Sep 16	22-Jul-16	15-Aug-16	29-Aug-16

- Failure to meet the deadlines may delay an applicant's packet to a later selection board than desired
- Applicants who require waiver(s) must backwards plan packet submission deadlines IAW the guidance provided under the Hot Topics "Waivers" tab on the Warrant Officer Recruiting Website Home page



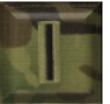
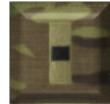


Waiver Requests

WAIVER	APPROVAL AUTHORITY	APPROX TURN AROUND TIME	NOTES
AGE	DA G1	4–6 Weeks	1
AFS	DA G1	4–6 Weeks	1
APFT	DA G3	4–8 Weeks	1,2,3,4,5
Moral	HRC/DA G1	2–6 Weeks	1,6
Prerequisite	Proponent	2–4 Weeks	1
Medical	USAREC G3	2–4 Weeks	7
Tattoo	DA G1	4–6 Weeks	1, 8

1. Example in Sample Application available at briefings or for download on our website.
2. DA Form 705 (APFT Score Card) must be included with application
3. BN CDR's LOR must state: "The applicant is physically capable of completing training and worldwide deployment"
4. Must have a Permanent Physical Profile
5. Permanent Physical Profile and physical must be dated within 12 Months
6. Must submit waiver with application.
7. Waiver request NOT prepared by the applicant
8. Waiver must include separation board proceedings indicating that the CDR retained the Soldier

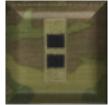
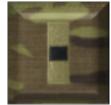




FY15 Waivers

Branch	AFS (Submitted / Approved)	AFS Range for Approved Waivers	Age (Submitted / Approved)	Moral (Submitted / Approved)	APFT (Submitted / Approved)	Tattoo (Submitted / Approved)
ADA	8/7	12-17 yrs		4/4	1/1	
AG	1/1	13 yrs		3/3	2/2	
AV					3/0	
CM	5/2	13 yrs		1/1		
CY						
EN	3/2	12-14 yrs		6/1		
EW	4/3	12-14 yrs		1/1	1/0	
FA	9/6	12-15 yrs		3/2		
JA	2/2	12 yrs		2/2		
MI	40/36	12-16 yrs		14/14	3/0	
MP	2/2	12 yrs	1/1	1/1		1/1
MS	4/4	12-15 yrs				
OD	43/30	12-14 yrs		12/12		
QM	37/24	12 yrs		10/10	4/0	
SC	8/7	12-16 yrs		13/9	2/0	
SF	18/17	12-15 yrs		11/11		
TC	13/10	12-16 yrs		6/6		
VC	2/0	12-16 yrs		1/1		





The Application

!!!Download from our Website!!!

Board Packet

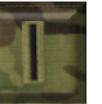
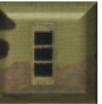
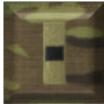
Documents

- 1. Letter of Intent (LOR) (for WO, CSM, & S-1 Review)
- 2. DA Form 61 (APFT w/in 6 mo's)
- 3. USAREC Form 3.3 (LOR)
- 4. USAREC Form 3.2 (Resume)
- 5. ERB/CDB
- 6. OMPF (**10 Years of NCOERs and all AERS** in order newest to oldest)
- 7. College Transcripts (Unofficial Accepted)
- 8. SIFT Score sheet (WOMOS 153A only)
- 9. Official DA Photo

Supporting

- 10. Security Memo
- 11. USAREC Form 3.1 (Comm. Physical)
or DD Form 2808 (150A/153A Only)
- 12. DA Form 160-R
- 13. Statement of Understanding
- 14. USAREC 167/168 (Waivers)
- 15. DA Form 705 (APFT Score Card)
- 16. DA Form 3349 (Permanent Profile Sheet)
- 17. Conditional Release (DD Form 368 or DA Form 4187)
(Reserves & Other Services)





Warrant Officer Application Checklist

(as of 16 OCT 2015)

Warrant Officer Application Checklist Updated: 16 OCT 2015

Applicant Name (Last, First, M.I. /Rank): _____

Board Packet: Copies should be neat in appearance—Selection board will view the documents you submit. All documents should be single-sided in the following order:

- _____ DA Form 61 (with valid HT/W/T and APFT statement signed by CO CDR in Block 41)
- _____ Company Commander Letter of Recommendation (or applicable Company Grade UCMJ authority)
- _____ Battalion Commander Letter of Recommendation (or applicable Field Grade UCMJ authority)
- _____ Group Commander Letter of Recommendation - 180A ONLY
- _____ Group CCWO Letter of Recommendation - 180A ONLY
- _____ Senior Warrant Officer Letter of Recommendation (CW3-CW5 for most MOS' – check MOS prerequisites)
- _____ Resume - USAREC Form 3.2 (ensure summary page is filled in)
- _____ ERB or equivalent document (used to verify DOB, GT, AFS, and ETS)
- _____ Evaluations (All NCOERs (up to ten year's worth) and all AERS (1059s) in order newest to oldest)
- _____ College Transcript(s): Official or Unofficial
- _____ COPIES of Professional Certificates (i.e. Licenses/Certificates issued to Engineers, Mechanics etc.)
- _____ SIFT Results (153A applicants only)
- _____ DA Photo (all applicants must include a color quality photo - .jpeg preferred)

Supporting Documents: Required to qualify your packet, but are not reviewed by the board

- _____ Security clearance verification memorandum (Prepared by S2 or facility security manager)
- _____ Physical Coversheet USAREC Form 3.1 - (TECH only - expires after 24 months) -include whole physical if medical waiver required)
- _____ DD Form 2808 with stamp from USAAMC, Ft. Rucker (153A/150A applicants ONLY)-include whole physical if medical waiver required)
- _____ DA Form 160-R (ensure that you sign it and block 9a is checked)
- _____ DA Form 7434-Application for US Army Marine Certification (880A, 881A)
- _____ Re-enlistment/Extension documents -if required (ERB does not show 12 months remaining on current contract)
- _____ Statement of Understanding (a copy of this memo is on the website)
- _____ DD Form 368 Conditional Release -if required (if you are NOT an active duty Army applicant)
- _____ Conditional Resignation Memorandum (Army Commissioned Officer only)
- _____ Conditional Release Memorandum from current Branch (Army Commissioned Officer only)
- _____ English credit document -if required (255A, 255N, 420A, 890A, 913A, 914A, 915A, 919A, 948B, 948D)
- _____ TABE score document -if required (255A, 255N, 880A, 881A, 890A, 913A, 914A, 915A, 919A, 920A, 920B, 921A, 922A, 923A, 948B, 948D)
- _____ Achilles Dagger Certificate or Level III qualified - 180A ONLY
- _____ DA 330 with at least a 1/1 language proficiency - 180A ONLY
- _____ REDD Report/GT Conversion (Air Force, Marine, Navy, and Coast Guard applicants)
- _____ Body Fat Content Worksheet -if required (If you do not meet height/weight standards set in AR 600-9)
- _____ Tattoo Validation Waiver -if required (If you are not in compliance AR 670-1 dated 10 April 2015)
- _____ Tattoo (related) Separation Board Proceedings - if required (indicating CDR retained Service Member)
- _____ Moral waiver request -if required (as identified in blocks 26 on DA Form 61)
- _____ Age waiver request -if required (required if older than 33 AVN, 46 TECH by start date of your 1st board)
- _____ Prerequisite waiver request -if required (verify with MOS on web site)
- _____ AFS waiver request -if required (if you have more than 12 years AFS by date DA 61 is signed)
- _____ APFT waiver request -if required (must include current Profile, complete Physical, and APFT scorecard)
- _____ Remaining Hard Copy documents from OMPF not included on your ERB (awards, certificates)

This section to be completed and authenticated by **Battalion S-1 NCOIC/OIC or PSD/MPD OIC/NCOIC**
I certify that service member is not flagged or barred and have verified that the service member's tattoos (if applicable) are in compliance with AR 670-1 (dated 10 April 2015) and are properly documented in iPERMS/ AMHRR; Service member is eligible to apply for this program.

CERTIFYING OFFICIAL (printed name and title): _____
SIGNATURE: _____ DATE: _____
DSN/COMM PHONE #: _____ EMAIL: _____

PACKET REVIEW SIGNATURES ARE SEQUENTIAL—

_____ Entire Packet administratively reviewed by **unit CSM** SIGNATURE: _____

REVIEWER (printed name and title): _____

_____ Entire Packet FINAL REVIEW by **recommending Senior Warrant Officer** SIGNATURE: _____

REVIEWER (printed name and title): _____

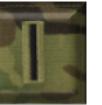
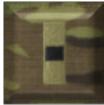
Applicants must send their packets as a PDF attachment via e-mail or by use of the Digital Sender (File size is restricted to 5mb or less per transmission) to usarmy.knox.usarec.mbx.93m-new-warrant-packets@mail.mil

Check application status <http://www.usarec.army.mil/hq/warrant/>; allowing 7 – 10 business days for processing.

Signatures are sequential:

- **S1 NCOIC/OIC**
 - ✓ Verifies not flagged/barred
 - ✓ Tattoos ICW AR 670-1 (Apr 2011)
- **CSM**
 - ✓ Administrative Review
- **SWO who provides LOR**
 - ✓ Final Packet Review





DA Form 61

(*Refer to example application for example***)**

APPLICATION FOR APPOINTMENT
 For use of this form, see AR 135-100, AR 145-1, AR 351-5, and AR 601-100; the proponent agency is DCSPER
 DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10 United States Code, Section 3012 (Title 5 United States Code, Section 552a)

PRINCIPAL PURPOSE: To obtain an appointment as a commissioned or warrant officer in the Regular Army or Army Reserve, or to obtain selection to attend the US Army Officer Candidate School.

ROUTINE USES: Basis for determination of qualifications and background information for eligibility for consideration for appointment as a Regular Army or Army Reserve commissioned/warrant officer or for selection for attendance at the US Army Officer Candidate School.

DISCLOSURE: Disclosure of information requested in DA Form 61 is voluntary. Failure to provide the required information will result in non-acceptability of the application.

1. TYPE OF APPOINTMENT FOR WHICH APPLICATION IS SUBMITTED		2. GOVERNING REGULATION OR CIRCULAR (Specify appropriate section(s) if applicable) AR 135-100	
<input checked="" type="checkbox"/> COMMISSIONED OFFICER - REGULAR ARMY <input checked="" type="checkbox"/> COMMISSIONED OFFICER - ARMY RESERVE <input checked="" type="checkbox"/> WARRANT OFFICER - REGULAR ARMY <input checked="" type="checkbox"/> WARRANT OFFICER - ARMY RESERVE *ALL applicants must select this box* <input type="checkbox"/> OFFICER CANDIDATE SCHOOL		3. GRADE FOR WHICH APPLYING (Reserve appointments only) WO1 4. SOURCE OF APPLICATION (ROTC only) <input type="checkbox"/> DRAFT / DATE DESIGNATED <input type="checkbox"/> SCHOLARSHIP / ENTER 1, 2, 3 OR 4 YEARS 5. ONLY FOR APPLICANTS FOR APPOINTMENT AS WARRANT OFFICERS <small>(List choice by MOS code and title)</small>	
6. BRANCH AND SPECIALTY PREFERENCES <small>Regular Army and Officer Candidate applicants and all ROTC graduates: In numerical sequence, indicate 10 branch preferences other than CA and SS.</small> <small>USAR applicants: If applying for a specific Reserve vacancy, indicate ONLY the branch of the vacant position; all other applicants may enter more than one branch.</small>		<input type="checkbox"/> MOS CODE 351L Counterintelligence Technician <small>If qualified, may list up to 3 MOSs. List MOSs in order of preference. Listing more than 1 MOS requires extra processing time because proponents must review.</small>	
PERSONAL DATA			
PREFERENCE	BRANCH	7. NAME (Last, first, middle/English variations from birth certificate in item 4) WHO, You Are AD 10. BRANCH PREFERENCE 351L	
		11. TOTAL YRS IN SERVICE	12. MARITAL STATUS
AD	14. DATE OF BIRTH	15. PLACE OF BIRTH (City, county, state) Hardin Kensucky	
		16. SEX	17. COMPLETE MILITARY ADDRESS (If presently on active duty) (Include ZIP Code) HHC, III Corps Ft Hood, TX 76544 EMAIL ADDRESS (AKO) (817)288-1111 PHONE AND/or AUTOVO NUMBER DSN 738-1111
AG	14. DATE OF BIRTH	18. PERMANENT ADDRESS (Include ZIP Code) 407 King Street Elizabethtown, KY 42701 PHONE (Include area code) (502)765-6868	
		19. CURRENT MAILING ADDRESS (If different from item 18) (Include ZIP Code)	20. US CITIZEN <small>a. NATIVE b. NATURALIZATION</small> <input checked="" type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO <small>c. DERIVED</small> <small>d. IMMIGRANT</small>
21. CIVILIAN EDUCATION (See page 4 for additional requirements for professional personnel)			
SC	SS	a. HIGH SCHOOL GRADUATE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO b. NAME AND LOCATION OF HIGH SCHOOL Orchard View High School, Muskegon, MI 49442	
		c. NAME AND LOCATION OF EACH COLLEGE OR UNIVERSITY ATTENDED (Include USMA, USMAF, USASA, USCGA, and USMMA)	<small>(1) DEGREE</small> <small>(2) SEMESTER CREDITS EARNED</small> <small>(3) YEARS ATTENDED</small> <small>DATE GRADUATED OR WILL GRADUATE</small> <small>DAY MONTH YEAR</small>
TC	AN	University of Maryland BS 120 4 31 05 1999 CH Central Texas College AA 60 2	
DE	JA	MC MS SP 6. SPECIAL EDUCATIONAL HONORS, SCHOLARSHIPS, ETC VC	
22. HIGHEST LEVEL SERVICE SCHOOL ATTENDED			
a. NAME OF SCHOOL		b. COURSE	
<input type="checkbox"/> ARMY SOLDIER SPOT CENTER JFK. Jackson, SC		b. COURSE BNCOC	
c. DATES (Mo-Yr) 10 04		COMPLETED <small>FROM TO YES NO</small> 12 04 X	
		d. IF NOT COMPLETED GIVE REASON	
US Army Soldier Spct Ctr JFK. Jackson, SC			
23. FOREIGN LANGUAGES AND DEGREE OF PROFICIENCY NA		b. ALAT SCORE (If applicable) NA	





DA Form 61 (Cont.)

24. ARE YOU NOW, OR HAVE YOU EVER BEEN A CONSCIENTIOUS OBJECTOR? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, attach article)																																			
25. I UNDERSTAND THAT, IF I AM SELECTED FOR APPOINTMENT, I WILL BE SUBJECT TO ACCESS TO INFORMATION AS ARE IN THE BEST INTEREST OF THE SERVICE, REGARDLESS OF MY MILITARY STATUS AND OR RESPONSIBILITY FOR DEFENDENTS, AND IT IS MY RESPONSIBILITY TO MAKE APPROPRIATE ARRANGEMENTS FOR THE CARE OF MY CHILDREN DURING THE COURSE OF MY PERTINENT DUTIES.																																			
26. HAVE I EVER LIVED EITHER MILITARY OR CIVILIAN LAW BEEN VIOLATED OR SLAUGHTERED IN A COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, INCLUDING ANY PROSECUTION INVOLVING A CRIME WHICH IS USCIL, AND ANY JUDGMENT, REGARDLESS OF THE RESULT OF TRIAL, OR CONVICTED, PUNISHED, IMPOSED, PLACED ON DEPOT, BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE? (Exclude traffic violations involving a fine or forfeiture of \$100 or less).																																			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, attach request for waiver listing the date, the nature of each alleged offense or violation, the name and location of the court or board of inquiry, the date of the hearing, and the penalty imposed or other disposition of each case and furnish copy of court action or detailed statement in affidavit form as to the outcome of each case.																																			
27. ACTIVE MILITARY SERVICE (Indicate tour with each organization separately - show ROTC Camp in Item 29)																																			
<table border="1"> <tr> <td colspan="2">a. ORGANIZATION <small>(US Army Forces, USCG, NOAA, US Public Health Service, Peace Corps)</small></td> <td>b. DATES (Day, Month, Year) <small>FROM TO</small></td> <td>c. BRANCH/MOS <small>(As administered)</small></td> <td>d. PRIOR SERVICE NO. <small>(If applicable)</small></td> <td>e. HIGHEST GRADE AND COMPONENT</td> </tr> <tr> <td>COMMISSIONED OFFICER</td> <td>US Army</td> <td>25 Jun 99</td> <td>Present</td> <td>3513P</td> <td>NA</td> </tr> <tr> <td>WARRANT OFFICER</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>COMMISSARY</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>WARRANT CARRIER</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						a. ORGANIZATION <small>(US Army Forces, USCG, NOAA, US Public Health Service, Peace Corps)</small>		b. DATES (Day, Month, Year) <small>FROM TO</small>	c. BRANCH/MOS <small>(As administered)</small>	d. PRIOR SERVICE NO. <small>(If applicable)</small>	e. HIGHEST GRADE AND COMPONENT	COMMISSIONED OFFICER	US Army	25 Jun 99	Present	3513P	NA	WARRANT OFFICER						COMMISSARY						WARRANT CARRIER					
a. ORGANIZATION <small>(US Army Forces, USCG, NOAA, US Public Health Service, Peace Corps)</small>		b. DATES (Day, Month, Year) <small>FROM TO</small>	c. BRANCH/MOS <small>(As administered)</small>	d. PRIOR SERVICE NO. <small>(If applicable)</small>	e. HIGHEST GRADE AND COMPONENT																														
COMMISSIONED OFFICER	US Army	25 Jun 99	Present	3513P	NA																														
WARRANT OFFICER																																			
COMMISSARY																																			
WARRANT CARRIER																																			
<table border="1"> <tr> <td colspan="2">f. DATE CURRENT ACTIVE DUTY TUTOR TERMINATES</td> <td>ETD: 17 Oct 2015</td> <td colspan="2">g. DATE OF LAST ADL PROMOTION</td> <td>DDR: 1 Aug 2005</td> </tr> </table>						f. DATE CURRENT ACTIVE DUTY TUTOR TERMINATES		ETD: 17 Oct 2015	g. DATE OF LAST ADL PROMOTION		DDR: 1 Aug 2005																								
f. DATE CURRENT ACTIVE DUTY TUTOR TERMINATES		ETD: 17 Oct 2015	g. DATE OF LAST ADL PROMOTION		DDR: 1 Aug 2005																														
28. RESERVE OR NATIONAL GUARD SERVICE (Not on active duty)																																			
<table border="1"> <tr> <td colspan="2">a. ORGANIZATION <small>(US Army Forces, USCG, NOAA, US Public Health Service, Peace Corps)</small></td> <td>b. DATES (Day, Month, Year) <small>FROM TO</small></td> <td>c. BRANCH/MOS <small>(As administered)</small></td> <td>d. PRIOR SERVICE NO. <small>(If applicable)</small></td> <td>e. HIGHEST GRADE AND COMPONENT</td> </tr> <tr> <td>COMMISSIONED OFFICER</td> <td>US Army Reserve</td> <td>2 Feb 91</td> <td>24 Jun 92</td> <td>11B10</td> <td>NA</td> </tr> <tr> <td>WARRANT OFFICER</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>COMMISSARY</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>WARRANT CARRIER</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						a. ORGANIZATION <small>(US Army Forces, USCG, NOAA, US Public Health Service, Peace Corps)</small>		b. DATES (Day, Month, Year) <small>FROM TO</small>	c. BRANCH/MOS <small>(As administered)</small>	d. PRIOR SERVICE NO. <small>(If applicable)</small>	e. HIGHEST GRADE AND COMPONENT	COMMISSIONED OFFICER	US Army Reserve	2 Feb 91	24 Jun 92	11B10	NA	WARRANT OFFICER						COMMISSARY						WARRANT CARRIER					
a. ORGANIZATION <small>(US Army Forces, USCG, NOAA, US Public Health Service, Peace Corps)</small>		b. DATES (Day, Month, Year) <small>FROM TO</small>	c. BRANCH/MOS <small>(As administered)</small>	d. PRIOR SERVICE NO. <small>(If applicable)</small>	e. HIGHEST GRADE AND COMPONENT																														
COMMISSIONED OFFICER	US Army Reserve	2 Feb 91	24 Jun 92	11B10	NA																														
WARRANT OFFICER																																			
COMMISSARY																																			
WARRANT CARRIER																																			
29. SOURCE OF CURRENT COMMISSION (If applicable)																																			
<table border="1"> <tr> <td>ARMED FORCES</td> <td><input type="checkbox"/> OCS</td> <td><input type="checkbox"/> DIRECT APPOINTMENT</td> <td><input type="checkbox"/> OTHER</td> <td colspan="2">30. AWARDS (Do not list chapter or service medals)</td> </tr> <tr> <td>USER:</td> <td><input type="checkbox"/> ROTC</td> <td><input type="checkbox"/> ROTC (CPO)</td> <td><input type="checkbox"/> ROTC (SMP)</td> <td colspan="2">MSM-2, ARCOM-4, AAM-2 (Achievement Awards Only)</td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/> OCS</td> <td colspan="2"></td> </tr> </table>						ARMED FORCES	<input type="checkbox"/> OCS	<input type="checkbox"/> DIRECT APPOINTMENT	<input type="checkbox"/> OTHER	30. AWARDS (Do not list chapter or service medals)		USER:	<input type="checkbox"/> ROTC	<input type="checkbox"/> ROTC (CPO)	<input type="checkbox"/> ROTC (SMP)	MSM-2, ARCOM-4, AAM-2 (Achievement Awards Only)					<input type="checkbox"/> OCS														
ARMED FORCES	<input type="checkbox"/> OCS	<input type="checkbox"/> DIRECT APPOINTMENT	<input type="checkbox"/> OTHER	30. AWARDS (Do not list chapter or service medals)																															
USER:	<input type="checkbox"/> ROTC	<input type="checkbox"/> ROTC (CPO)	<input type="checkbox"/> ROTC (SMP)	MSM-2, ARCOM-4, AAM-2 (Achievement Awards Only)																															
			<input type="checkbox"/> OCS																																
31. HAVE YOU EVER APPLIED AND NOT BEEN SELECTED FOR																																			
<table border="1"> <tr> <td><input type="checkbox"/> ROTC</td> <td><input type="checkbox"/> YES</td> <td><input checked="" type="checkbox"/> NO</td> <td><input type="checkbox"/> OCS</td> <td><input type="checkbox"/> YES</td> <td><input checked="" type="checkbox"/> NO</td> </tr> <tr> <td colspan="3">c. APPOINTMENT IN RESERVE COMPONENT (USAR/ARV)</td> <td colspan="3">d. APPOINTMENT IN REGULAR ARMY</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> AS A WARRANT OFFICER</td> <td colspan="3"><input type="checkbox"/> YES</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> AS A COMMISSIONED OFFICER</td> <td colspan="3"><input checked="" type="checkbox"/> NO</td> </tr> </table>						<input type="checkbox"/> ROTC	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> OCS	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	c. APPOINTMENT IN RESERVE COMPONENT (USAR/ARV)			d. APPOINTMENT IN REGULAR ARMY			<input type="checkbox"/> AS A WARRANT OFFICER			<input type="checkbox"/> YES			<input type="checkbox"/> AS A COMMISSIONED OFFICER			<input checked="" type="checkbox"/> NO								
<input type="checkbox"/> ROTC	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> OCS	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO																														
c. APPOINTMENT IN RESERVE COMPONENT (USAR/ARV)			d. APPOINTMENT IN REGULAR ARMY																																
<input type="checkbox"/> AS A WARRANT OFFICER			<input type="checkbox"/> YES																																
<input type="checkbox"/> AS A COMMISSIONED OFFICER			<input checked="" type="checkbox"/> NO																																
32. ARE YOU NOW OR HAVE YOU EVER BEEN IN THE MILITARY SERVICE OR BEEN EMPLOYED BY A FOREIGN GOVERNMENT? (If yes, give dates, country and type of service or employment) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																			
33. HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN IN LIEU OF ELIMINATION PROCEEDINGS, BEEN DISCHARGED IN LIEU OF ELIMINATION, FURLOUGHED (other than regular furlough or leave), OR PLACED ON INACTIVE STATUS WHILE SERVING IN THE US ARMED FORCES, OR, HAVE YOU EVER RESIGNED OR BEEN ASKED TO RESIGN FROM PRIVATE OR GOVERNMENT EMPLOYMENT? (If yes, state circumstances; if more space is required, continue on reverse side)																																			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																			

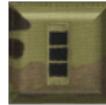
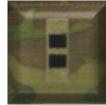
34. APPLICANTS FOR JUDGE ADVOCATE GENERAL'S CORPS ONLY			35. APPLICANTS FOR CHAPLAINS BRANCH ONLY		
BOARD OF WHICH YOU ARE A MEMBER (Specify date)			RELIGIOUS DENOMINATION BY WHICH YOU WILL BE ENDORSED		
36. APPLICANTS FOR MEDICAL AND DENTAL CORPS ONLY					
a. TRAINING		b. NAME AND LOCATION OF HOSPITAL		e. DATES (Month and Year)	
LEVEL	TYPE	INTERNSHIP		FROM	TO
SPECIALTY TNG		4. SPECIALTY BOARDS		d. DATES OF CERTIFICATION (Day, Month, Year)	
f. PLACE IN WHICH CURRENTLY LICENSED					
37. APPLICANTS FOR ARMY NURSE CORPS AND ARMY MEDICAL SPECIALIST CORPS ONLY					
a. NAME OF NURSING OR ACCREDITED PROFESSIONAL SCHOOL		b. LOCATION		c. STATE AND DATE OF INITIAL REGISTRATION (Day, Month, Year)	
c. DATES OF ATTENDANCE (Mo, Yr)		d. STATE AND CURRENT REGISTRATION NUMBER		e. DATES OF ATTENDANCE (Mo, Yr)	
f. POSTGRADUATE COURSES (Include courses at general hospitals, service schools, and short courses)					
(1) SUBJECT OR COURSE		(2) NAME AND LOCATION OF SCHOOL OR HOSPITAL		(3) SEMESTER OR TERM EARNED	
(4) DATES OF ATTENDANCE (Month, Year)					
38. HAVE YOU BEEN EMPLOYED BY THE US ARMY AS A DIETITIAN, OCCUPATIONAL OR PHYSICAL THERAPIST? (If yes, give dates)					
39. ARMY ROTC (To be completed only by prospective ROTC graduates applying for appointment in USAR or RA)					
SUCCESSFULLY COMPLETED AROTC PROGRAM AS FOLLOWS					
COURSE		DATES ATTENDED (Month and Year)		e. CAMP TRAINING	
a. BASIC		(1) INSTALLATION (Basic)		COMPLETION DATE (Month, Year)	
b. ADVANCED		(2) INSTALLATION (Advanced/Range)		COMPLETION DATE (Month, Year)	
40. MAIN CIVILIAN EMPLOYMENT					
a. NAME AND ADDRESS OF EMPLOYER		b. JOB TITLE		c. MONTH AND YEAR	
Kelly Temporary Services Grand Rapids, MI 48722		Secretary/Typing		FROM 0292 TO 0692	
d. PRINCIPAL DUTIES (Describe briefly) Typed letters, kept personnel files updated, answered inquiries					
41. APFT RATING (Exercises, performance, physical abilities not shown elsewhere in this application. Those required to enter primary entry specialties, see Para 1-27a, AR 601-100, If more space is required, attach separate sheet)					
I certify that (Applicant's Name) successfully passed the APFT consisting of pushups, situps, and the two mile run with a score of _____ on _____; the verified height is _____ and verified weight is _____, (Applicant's Name) is within body fat standards according to AR 600-9.					
42. THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF		DATE Current Date		SIGNATURE OF APPLICANT Applicant's Signature Here	

APFT w/in
6 mo's of
Board

CDRs Hand
Signature
Authorized
Here ONLY

USAPPC V2.00





Letters of Recommendation

- Valid for 12 months from the date signed by Recommender
- If NS on first board, you are not required to submit updated LORs for the 2nd board
- Letters of Recommendation required:
 - Company Commander or First Level of UCMJ Authority (**Mandatory**)
 - Battalion Commander or Second Level of UCMJ Authority (**Mandatory**)
 - Senior Warrant Officer Letter of Recommendation (CW3 to CW5 - **Mandatory for most WOMOSs; highly recommended for those that don't**)
- USAREC Form 3.3 must be digitally signed and the recommenders Email and Phone Number needs to be in the bottom of the narrative
- Unique Chains of Command provide explanation memo (Joint Activities/NCOAs)

Note: If requesting an APFT Waiver, BN CDR LOR must state: You are physically capable of completing the training and worldwide deployment.

~~Non UCMJ LORs acceptable for Joint Service Org (JSOC, WHCA, ect) See memo on bottom of downloads tab of WO website~~





Letter of Recommendation

(USAREC Form 3.3)

LETTER OF RECOMMENDATION (Warrant Officer Procurement Program)				
PRIVACY ACT STATEMENT				
AUTHORITY: Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and 12102 and Executive Order 13397. PRINCIPAL PURPOSE: Information collected will be used by selection board members to determine qualifications of warrant officer candidates. ROUTINE USES: Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2. DISCLOSURE: Voluntary; however, failure to provide the information may delay or terminate the warrant officer candidate's application process.				
SECTION I - ADMINISTRATIVE DATA				
1. NAME (Last, first, middle initial) APPLICANT, Joe E.	2. SSN: 111-22-3344	3. RANK: SGT	4. DATE OF RANK: 01 SEPTEMBER 2002	
5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: C DEPT 1-1 INF BATTALION FT LEXINGTON, KY 40121 (CENTCOM)		6. I am completing this form as the applicant's: <input checked="" type="checkbox"/> Senior Warrant Officer <input type="checkbox"/> Company Grade Officer <input type="checkbox"/> Field Grade Officer <input type="checkbox"/> Other (Specify)		
7. I have known this applicant from 2004 (Year/mon)	to PRESENT (Year/mon)	8. RELATIONSHIP TO APPLICANT (i.e., supervisor, interviewer): Interviewer		
SECTION II - NARRATIVE (Write a narrative explaining the applicant's leadership qualities, character, experience, and special expertise that uniquely qualify him or her to serve as a future warrant officer.)				
NARRATIVE: 1. Letters should be 3 to 5 paragraphs with specific, quantifiable comments about the service member's character and tactical and technical competence. 2. You may use information from the service member's entire record, including comments about schools completed, assignments, deployments, impact awards, achievements and accomplishments. 3. Generic flowery comments are not effective in communicating the service member's attributes to board members. If you can change the name of the person being recommended to someone else and the comments are not false, then the letter is probably too generic to communicate effectively to board members.				
EXAMPLE WRITE-UP: 1. It is my absolute privilege to recommend SGT Sample for entry into the Warrant Officer Procurement Program as a Human Resources Technician (420A). I have reviewed SGT Sample's credentials and found his records very worthy for warrant officer candidacy. As such, SGT Sample has earned my vote of confidence to compete for warrant officer selection. 2. SGT Sample served with me during a year-long deployment to Balad, Iraq 2004. During this time, I personally observed and worked with SGT Sample on several personnel support issues. My observation of him is that of an industrious Senior Personnel Sergeant fully capable of performing his administrative duties. SGT Sample worked tirelessly processing personnel actions for 849th Transportation Battalion, Ft Bragg NC. Those actions included: Joint Personnel Status Reporting (JPERSTAT), Casualty Operations, ID Tags, Fighting Management Pass Program (FMPP), legal processing and administrative advisor to both the Battalion and Company Commander. Without question, SGT Sample superbly performed AG Wartime Functions in accordance with FM 12-6. 3. SGT Sample possesses the qualities of a self-starter and a leader. His mastery of warrior tasks and drills led to his selection as NCO of the Quarter. Further, he mentored a subordinate to compete and win 1st TSC's Solider of the Year competition. SGT Sample completed BNCOOC with a 97.4 GPA. He has received numerous valor and service awards for technical merit including the prestigious Bronze Star. SGT Sample is active within the community and is not afraid to dialog regarding the issues of the day. He is a well-rounded, respected member of both the military and civilian community. 4. In conclusion, SGT Sample has a rare blend of technical and tactical proficiency as evident by his outstanding military career. For this reason, I gladly recommend him for acceptance into the Warrant Officer Corps as a Human Resources Technician (420A) APPLICANT				
SECTION III - DISCLAIMER Notice: I understand by submitting this recommendation I am endorsing this applicant to be boarded for warrant officer selection.				
SECTION IV - SIGNATURE				
1. NAME (Last, first, middle initial) DOE, John Q.	2. RANK: CW4	3. BRANCH: AG	4. SIGNATURE: 	5. DATE (YYYYMMDD): V4.00
HQ USAREC Form 1936, Rev PREVIOUS EDITIONS ARE OBSOLETE				

Contact Info
is
MANDATORY

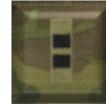
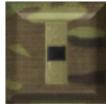


*Sister Service applicants can utilize respective service letterhead; hand signatures authorized

**Non UCMJ LORS
acceptable for Joint Service Org (JSOC, WHCA, ect) See memo on bottom of downloads tab of WO website**

Digitally Signed by
UCMJ Authorities





Resume

(USAREC Form 3.2)

WARRANT OFFICER RESUME
(This form will be used in place of the resume.)

PRIVACY ACT STATEMENT

AUTHORITY: Collection of this information is authorized by Title 10, USC, Sections 503, 505, 506, 3013, and 12102 and Executive Order 13397.
PRINCIPAL PURPOSE: Information collected will be used by selection board members to determine qualifications of warrant officer candidates.
ROUTINE USES: Blanket routine use disclosures are described as follows in AR 340-21, The Army Privacy Program, paragraph 3-2.
DISCLOSURE: Voluntary; however, failure to provide the information may delay or terminate the warrant officer candidate's application process.

SECTION I - ADMINISTRATIVE DATA

1. NAME (Last, first, middle initial): **SAMPLE, Joe E.**
 2. SSN: **111-22-3333**
 3. RANK/GRADE: **SGT / ES**
 4. PMOS: **42A20P**

5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND:
C DET 1-1 INF BATTALION, FT ATTERBURY, KY 40121 (CENTCOM)

SECTION II - CIVILIAN EDUCATION

(Include the highest degree level obtained. Include your GPA, Dean's List, and any other special recognition.)

BA Degree - Liberty University, (Extended graduation May 2012), 108 credits completed, 3.2 GPA
 AA Degree - University of Phoenix, 1999 GPA 3.5, Dean's List

SECTION III - OBJECTIVE

(List all of the warrant officer MOSs to include 4-digit code and official title you are applying for in order of preference.)

1. 153A - Rotary Wing Aviator
2. 420A - Human Resources Technician
3. _____

SECTION IV - MILITARY EXPERIENCE

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

1. DATES (YYMM): July 07 to Present ORGANIZATION: 95th Special Troops Battalion, Ft Carson, CO
 POSITION TITLE: TITLE should match ERB or evaluation reports
 DUTIES (list below to include significant contributions):
 List all accomplishments, especially those in an NCO position. Focus on quantifiable measurements of success that set you apart from the average. Emphasize leadership, teamwork, initiative, risk-taking, creativity, and complex assignments - not in fragments or bullet. List outstanding achievements and additional duties while in position. Spell out terms that apply to your assignment especially buzzwords in your MOS, e.g. Prescribed Lead List (PLL). Avoid the use of jargon, slang, and other types of informal terms. Focus on measurements of success. NOT just a job description, but how well you performed the job. Use NCOER evaluation bullet as a "reference only", not as the actual written entry for the resume. Mention if you exceeded standards on a significant inspection/evaluation or leadership school. List deployments or make a separate assignment entry if deployment for several months.

2. DATES (YYMM): June 05 to June 07 ORGANIZATION: HHC, IIId ACA, Ft Hood, TX

POSITION TITLE: PROMOTION SECTION NCOIC

DUTIES (list below to include significant contributions):
 List service, impact, or achievement awards received during each assignment tenure. Significant contributions in major field training exercises e.g. IMRC, JROTC, NTC may be listed. List career enhancement events such as Soldier/NCO of the month/quarter boards as well as Audie Murphy and similar enlisted club inductions. Again, focus on measurements of success NOT just a job description.

HO USARFC Form 1835, Rev 1 Dec 2008

PREVIOUS EDITIONS ARE OBSOLETE

16

SECTION VII - SUMMARY			
<p>Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your field. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include all of your significant accomplishments/achievements (below-the-zone promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills in MOS, standards exceeded on a significant inspection/evaluation, etc.) mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical/tactical skills needed to become a WO. Answer this question: What have you done or accomplished that sets you apart from your peers? (Additionally, aviator applicants should include why they want to be an Aviator.)</p>			
RESUMES WILL NOT BE PROCESSED WITHOUT THE APPLICANT'S SIGNATURE & DATE.			
<p>Other notes: No other resume formats are acceptable beyond USAREC Form 1035. Therefore, do not go through a big expense by having exter- nally prepared your resume. Simply follow the aforementioned guidelines and prepare the form yourself. If you are a non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer. PureEd Form package may be utilized by visiting any Army Recruiting Station; USAREC forms may be obtained at http://www.usarec.army.mil/ln/formpub/Forms.htm.</p>			
SECTION VIII - SIGNATURE			
1. NAME (Last, first, middle initial): SAMPLE, Joe E.	2. RANK: SGT/E-5	3. SIGNATURE:	4. DATE (YYYYMMDD)





Physical Cover Sheet

(USAREC Form 3.1) **TECH**

If anything other than “QUALIFIED”, you must submit ENTIRE physical.

MEMORANDUM FOR Commander, US Army Recruiting Command, ATTN: RCRO-SM, Fort Knox, KY 40121-2726

SUBJECT: Results of Medical Examination

The results of a commissioning/aviation physical are furnished for the following individual:

a. (Rank) (Print or Type Last Name, First Name, MI)

b. (SSN)

c. (Unit, Company, Duty Station)

d. Physical Profile Code:

P	U	L	H	E	S

e. Height: _____ Weight: _____ Age: _____

f. Physical initiated on: _____ (Date)

g. Physical completed on: _____ (Date)

h. If Flight Physical, date approved from USAAMC: _____ Stamped: _____ (TW, TA)

i. Individual _____ is Fully Qualified _____ is NOT Fully Qualified.

(Physician's Signature)

(Physician's Stamp)

NOTE:

- (1) 153A & 150A applicants must also include page one of DD Form 2808 with the applicable qualified stamp from USAAMC, Ft. Rucker, AL.
- (2) Any applicant applying for an APFT or medical waiver must include entire physical.

HQ USAREC Form 1932, 1 Jul 2005

\$1.00

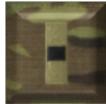
DA Form 2808 AVN

REPORT OF MEDICAL EXAMINATION		1. DATE OF EXAMINATION	2. SOCIAL SECURITY NUMBER
AUTHORITY: 10 USC 504, EGS, 527, 532, 578, 1201, 1202, and 1204, and 32 CFR 3500 PRINCIPAL PURPOSE(S): To obtain medical data for determination of medical fitness for enlistment, induction, appointment and retention for applicants and members of the Armed Forces. The information will also be used for medical boards and separation of Service Members from the Armed Forces. ROUTINE USES: None. DISCLOSURE AND USE: However, failure by an applicant to provide the information may result in a delay or possible rejection of the individual's application to the Armed Forces, for an Armed Forces member, failure to provide the information may result in the individual being placed in a non-medical/evaluable status.			
3. LAST NAME - FIRST NAME - MIDDLE NAME (SUFFIX)	4. HOME ADDRESS Street, Apartment Number, City, State, and ZIP Code)	5. HOME TELEPHONE NUMBER (Include Area Code)	
6. GRADE W1	7. DATE OF BIRTH	8. AGE	9. SEX
10. TOTAL YEARS GOVERNMENT SERVICE a. MILITARY b. CIVILIAN	11. AGENCY (Non-Service Members Only)	12. ORGANIZATION UNIT and UIC/CODE BC01-148TH	
14.a. RATING OR SPECIALTY (Aviators only)		14.b. TOTAL FLYING TIME	
16.a. SERVICE <input checked="" type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Navy <input type="checkbox"/> Marine Corps <input type="checkbox"/> Air Force	16.b. COMPONENT <input checked="" type="checkbox"/> Active Duty <input type="checkbox"/> Reserve <input type="checkbox"/> National Guard	16.c. PURPOSE OF EXAMINATION <input type="checkbox"/> Enrollment <input type="checkbox"/> Medical Report <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Commission <input type="checkbox"/> Retirement _____ <input type="checkbox"/> Retention <input type="checkbox"/> US Service Academy <input type="checkbox"/> Flight <input type="checkbox"/> Separation <input type="checkbox"/> ROTC Scholarship Program	18. EXAMINING LOCATION AND ADDRESS (Including ZIP Code) 010111 US ARMY AEROMEDICAL CENTER PHYSICAL EXAM SECTION LIVESTOCK ARMY PROPERTY BLDG 201 FT RUCKER, AL 36382-6330
CLINICAL EVALUATION: Check each item in appropriate column. Enter "N/A" if not evaluated.			
17. Head, face, neck, and scalp	18. Nose	19. Genses	20. Mouth and throat
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
21. Ears - General (int. and ext. canals/Auditory acuity under item 71)	22. Drums (Perforation)	23. Eyes - General (Visual acuity and refraction under items 61 - 63)	24. Ophthalmoscopes
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
25. Pupils (Equality and reaction)	26. Ocular motility (Associated parallel movements, nystagmus)	27. Heart (Rhythm, size, rhythm, sounds)	28. Lungs and chest (Residue breaths)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
29. Vascular system (Varicosities, etc.)	30. Anus and rectum/Hemorrhoids, Fistulas) (prostate, if indicated)	31. Abdomen and viscera (include hernia)	32. External genitalia (Genitalia)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
33. Upper extremity	34. Lower extremity	35. Feet (See item 3)	36. Spine, other mus.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
37. Identifying body	38. Skin, lymphatics	39. Neurologic	40. Psychiatric (Open)
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
41. Pelvic (Females)	42. Endocrine	DEPT OF THE ARMY ARMY AEROMEDICAL CENTER 20-OCT-2015 A 00022772821 QUALIFIED CLASS 1W FLYING DUTY	
43. DENTAL DEFECTS AND DISEASE (Please explain. Use dental form if completed by dentist. If dental examination not done by dental officer, explain in item 44.) <input type="checkbox"/> Acceptable			
35. FEET (Continued) <input type="checkbox"/> Normal Arch <input type="checkbox"/> Mild <input type="checkbox"/> Asymptomatic <input type="checkbox"/> Pes Cavus <input type="checkbox"/> Moderate			

https://vfs0.rucker.ameddd.army.mil/pls/aeindrweb/aeindrweb.f2808_print.s1?show_mode=STA.... 1/6/2009

If anything other than “QUALIFIED”, you must submit ENTIRE physical.





Security Memo 160R



REPLY TO
ATTENTION OF

FOR OFFICIAL USE ONLY
DEPARTMENT OF THE ARMY
(UNIT ORGANIZATION ADDRESS)

(Office Symbol)

(Date)

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY 40121-2725

SUBJECT: Security Clearance Verification for (Last Name, First Name, Middle Initial)

1. References:

a. AR 380-67, Personnel Security Program, 9 Sep 88.

2. (Rank, Last Name, First Name, Middle Name, Social Security Number) was granted (Type of security clearance for example TS/SCI) eligibility on (date clearance was granted) by the Army Central Clearance Facility (CCF). (Rank Last Name) had a PPR closed on (date investigation was closed)

3. The point of contact for this memorandum is (Your S2/ Security Manager's Name, Phone Number, and E-mail address).

S2/Security Manager's Signature block with Signature

FOR OFFICIAL USE ONLY
This document and personal information contained herein is protected by the Privacy Act of 1974.
Section 5 U.S.C. sub 552a as amended

DA Form

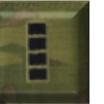
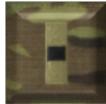
APPLICATION FOR ACTIVE DUTY			
For use of this form, see AR 135-210; the proponent agency is DCS, G-1.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10 USC, 672(d), 10 USC 275.			
PRINCIPAL PURPOSE: Used by Reserve Component soldiers to apply for active duty programs announced by HQDA. Application is reviewed to determine the member's eligibility for announced active duty requirements.			
ROUTINE USES: To determine qualifications and make final selection of individuals applying for active duty. Also used to schedule medical examinations, security screening and to issue active duty orders.			
DISCLOSURE: Disclosure of personal information is mandatory for soldiers applying for active duty programs announced by HQDA.			
SEE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS FORM.			
1. DATE	2. TO: Commander, U.S. ARMY RECRUITING COMMAND, FORT KNOX, KY 40121	3. FROM (Last, First, MI)	4a. PRESENT RESERVE GRADE 4b. RESERVE COMPONENT
20110106	DOE, JOHN A.	4c. BRANCH NA	4d. MOS/ACC 35M30 4b. COMPONENT RA
4e. PERMANENT HOME ADDRESS (Include ZIP code) ENTER YOUR HOME OF RECORD	4f. PHONE NO. (Include area code) (502)765-6868	4g. TEMPORARY ADDRESS (Include ZIP code) 419A Nicholson Road Fort Hood, TX 76544 Or: Deployment Address	4h. DURATION Oct 2011
ITEM 8 TO BE COMPLETED ONLY BY PERSONNEL CURRENTLY SERVING ON ACTIVE DUTY IN A WARRANT OFFICER OR ENLISTED STATUS.			
8a. PRESENT ACTIVE DUTY GRADE E-6	8b. ORGANIZATION AND STATION ASSIGNMENT HHC, III Corps, Fort Hood, TX 76544	8c. OTHER BRANCHES (List in order of preference)	
9. I hereby volunteer to enter on active duty, for the period indicated below, in my branch or any of the following branches that I may be qualified for, and if accepted for active duty in another branch, I request transfer to that branch. (Check as appropriate)			
<input checked="" type="checkbox"/> a. FOR A PERIOD OF 6 YEARS <input type="checkbox"/> b. FOR AN INDEFINITE PERIOD			
10. I understand that if accepted for active duty I may be assigned to any command, including an overseas command, to fill any Army-wide vacancy. However, I would like to be considered for one of the three duty assignments and areas of assignment listed below in the order of my choice.			
10a. DUTY ASSIGNMENT	CHOICE NO. 1 351M	CHOICE NO. 2 351M	CHOICE NO. 3 351M
10b. AREA ASSIGNMENT	Hawaii	Fort Knox, KY	Fort Meade, MD
11. If it is possible, I prefer to enter on active duty during one of the three periods indicated below in order of preference:			
PREFERENCE NO. 1 (Month and Year) ASAP		PREFERENCE NO. 2 (Month and Year) ASAP	
PREFERENCE NO. 3 (Month and Year) ASAP			
12. Upon receipt of active duty orders, I will require the time indicated below to settle my affairs for entry on active duty. (Check appropriate box)			
<input type="checkbox"/> 60 DAYS		<input type="checkbox"/> 30 DAYS	
<input type="checkbox"/> 10 DAYS		<input checked="" type="checkbox"/> AVAILABLE ON DATE OF RECEIPT OF ORDERS	
13. REMARKS (If more space is needed, continue on separate sheet) Include information you consider essential in making your assignment, i.e. enrolled in the Exceptional Family Member Program or Army Married Couples Program.			
14. SIGNATURE OF APPLICANT			
Applicant's Signature			

DA FORM 160-R, JUL 2010

PREVIOUS EDITIONS ARE OBSOLETE

APC PENTAGON





APFT Waiver



DEPARTMENT OF THE ARMY

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY
40121-2725

SUBJECT: Request for Army Physical Fitness Test Waiver

Mitigating circumstances:

1. State the type of profile to include your complete PULHES, the event(s) that you can no longer take, and what alternate event(s) you are allowed to take.
2. Give a detailed explanation why you believe this exception to policy should be approved in your case. Give an explanation of events that led up to the injury and how it happened. Explain your future expectations of your physical condition (i.e. come off profile after rehab, re-enlist, etc.).

NOTE: LEAVE PARAGRAPH 3 AS IS VERBATIM

3. I fully understand that applying for this waiver does not constitute an automatic approval. I further understand that I must be fully mission deployable in the Warrant Officer Specialty in which I am applying.

Self-Signed

(SIGNATURE)
(FULL NAME)
(RANK)
(SSN)

*Describe detailed extraordinary circumstances surrounding injury/condition and/or recovery process.

*Must include supporting documentation that reflects extraordinary circumstances surrounding injury/condition and/or recovery process stated in paragraph 2 above.

*Examples of documentation include but are not limited to Entire Physical, Line Of Duty, Personal Knowledge Statements, Medical documentation demonstrating extraordinary recovery efforts

USAREC RL 168-1 (Dec 2007)

Page 1 of 1 | Version 1.00

Statement of Understanding (SOU)



REPLY TO
ATTENTION OF

Date _____

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY
40121-2725

SUBJECT: Statement of Understanding

1. I understand that if I am appointed as a warrant officer in the U.S. Army Reserves with concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate warrant officer basic course unless I have been pre-certified by the warrant officer military occupational specialty (WOMOS) proponent. I understand that my application packet, to include all enclosures, may be converted to an electronic file and made available for review by qualifying officials at WOMOS proponent schools, Headquarters, Department of the Army, and other locations in order to determine my qualifications and competitive standing for appointment as a warrant officer.

2. I further understand that if I am appointed as a warrant officer in the U.S. Army Reserves without concurrent active duty, that this appointment is contingent upon technical and tactical certification by successful completion of the appropriate warrant officer basic course within 2 years of appointment unless I have been pre-certified by the WOMOS proponent or unless extended by Headquarters, Department of the Army.

3. FOR SISTER SERVICE APPLICANTS ONLY (Air Force, Coast Guard, Marines, Navy): I fully understand that if I am selected for the Warrant Officer Program, I will be required to attend Army Basic Training prior to attending Warrant Officer Candidate School if I have not successfully completed an Army Basic Training, Warrior Transition Course, Marine Basic Training, Air Force or Navy Special Operations Forces, or Air Force Security Police Training. This requirement applies to all ranks for both active and reserve components.

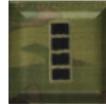
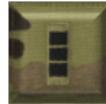
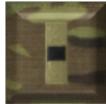
4. TATTOO, BRANDING, AND BODY MUTILATION POLICY: I understand that, if I am selected for the Warrant Officer Program, prior to starting the Warrant Officer Candidate School and prior to being appointed as a Warrant Officer, a determination will be made by the Commandant of the Warrant Officer Career College that I am in compliance with the Army's Tattoo, Branding, and Body Mutilation Policy, IAW AR 670-1.

5. I also understand that if I am eliminated from or fail to successfully complete the technical and tactical certification as specified above, I may be subject to discharge under regulations in effect at that time from the U.S. Army Reserves.

Self-Signed

**DO NOT
REMOVE
TATTOO
PARAGRAPH**





Prerequisite Waiver



DEPARTMENT OF THE ARMY

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY
40121-2725

SUBJECT: Request for Prerequisite Waiver

Mitigating circumstances:

1. (State the type of waiver you are requesting)
Example: (1) Request an age waiver
- (2) Request an Active Federal Service Waiver
- (3) Request a prerequisite waiver (state the prerequisite(s) you wish to waive).

2. Anyone can request a prerequisite, AFS or age waiver, but not everyone will get them approved. Give a detailed explanation why you feel this waiver should be approved. Please note that waivers are approved only in unusual circumstances. Prerequisite waiver requests that do not give adequate justification, i.e. unusual skills, unique talents, special circumstances, etc. will probably be disapproved. With AFS waivers (required if you have 12 or more years AFS) or age waivers (required if you will be 33 or older for aviators or 46 for technicians, by the convene date of the board) the same principle applies and requests must be fully justified. Adequate justification might be: unusual circumstances, deployed for past year and unable to submit a packet, unusual skills, or unique talents. Asking for these waivers just because they are a part of the application will not result in approval.

Notes:

- 1). A separate waiver request must be submitted for each MOS that applicant does not meet the entire prerequisites for. Waivers should include why you feel that you should be accepted in the MOS without meeting all the requirements. Include any civilian experience, training or assignments that are similar to MOS you wish to apply for.
- 2). Make your request sound valid - for instance, an applicant stating they couldn't apply for the last 12 years because they were deployed. That doesn't sound valid because no one has been away from their duty station continuously over the last 12 years. You would need to include why you couldn't or didn't apply in between deployments. Another example is a 13 year request stating "I've been deployed for the last year..." does not explain why you didn't apply in the years leading up to the deployment.
- 3). Waiver request will not appear before the selection board once approved. Please use as much space as required to give all the information. A short and simple approach may result in a denied request.
- 4). Writing skills count. A properly written request ultimately may effect the approval of the request. Board members may interpret poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.

Self-Signed

USAREC FL 168-1, 1 Dec 2007

V1.00



Moral Waiver



DEPARTMENT OF THE ARMY

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SPA, Fort Knox, KY
40121-2725

SUBJECT: Request for Moral Waiver

1. Nature of offense: Do not just list Article 92, Article 32, etc. Must request a moral waiver for any infractions listed on your enlistment contract.

a. Date of offense: (Month and year)

b. Place of offense: (City and State)

c. Punishment imposed: (Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)

2. Mitigating circumstances:

*You will use this moral waiver request if you responded YES to block#26 on DA Form 61. If you responded NO, you do not need a moral waiver.

Moral waiver is not required for traffic fines of \$250 or less. Do NOT include court cost.

Mitigating circumstances surrounding the charge: Four points to address:

- (1) Explain the incident (what, where, when, how, etc..)
- (2) Accepting responsibility for your actions
- (3) The lessons learned
- (4) How you now contribute to your unit, community and military service.

Notes:

- 1.) A separate moral waiver request must be submitted for each offense.
- 2.) Moral waiver request should give all the information possible related to the incident. Half answers and undisclosed information can cause a delay in processing. In some cases - the request will be returned to USAREC with a request for more information from applicant.
- 3.) This waiver request will not go before the selection board once approved. Please use as much space as required to give all the information. A short and simple approach may cause a returned request.
- 4.) Writing skills count. A properly written request may effect the approval of the request. HRC may interpret poor English, grammar and typographical errors as a lack of concern, sincerity or attention to detail from the applicant.

Self-Signed

Joe E. Sample
SGT/E-5
111-22-3333





Tattoo Waiver Request (ARMY Only)

(Required if NOT ICW AR 670-1 Para. 3-3c dated 10 APR 2015)

- **Memo required if applicant has tattoos below the wrist/above the collar (in short sleeve PT shirt) that are NOT documented correctly in iPERMS**
- **Tattoo iPERMS compliance verified by the applicant's S1 on the application checklist**
- **MUST be accompanied by separation board proceedings (IAW AR 670-1 Para. 3-3f) indication retained by Commander**
- **Sample memo located on downloads tab of Recruiting website**



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY RECRUITING COMMAND
1307 THIRD AVENUE
FORT KNOX, KENTUCKY 40121-2725

REPLY TO
ATTENTION OF:

22 OCT 2014

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SP,
Fort Knox, Kentucky 40121-2725

SUBJECT: Waiver Request and Tattoo Policy Validation for SFC SMITH, Thomas T., xxx-xx-0000

1. In accordance with AR 670-1, Para. 3-3e (dated 10 APR 2015), a check for tattoos or brands above the neckline, below the wrists, and on the hands was conducted for SFC Smith, Thomas T. The listing below identifies those tattoos or brands identified.
 - a. Head (including on/inside the eyelids, mouth, and ears/face): None
 - b. Above the Army (short sleeve) PT Shirt neck line: None
 - c. Hands (allowed one ring tattoo per hand IAW AR 670-1, Para 3-3c): None
 - d. Below the wrist bone:
 - (1) Right - 2.0" x 2.0", family symbol "MS" with "J" one side and "T" on the other.
 - (2) Left - 2" x 1", "Mickey Mouse"
2. SFC Smith is **or is not** in compliance with Tattoo, Branding, and Body Mutilation Policy, AR 670-1, Para. 3-3c
3. SFC Smith **does or does not** require a tattoo waiver for warrant officer appointment.
4. SFC Smith has completed administrative separation proceedings IAW AR 670-1, Para. 3-3f (2)c and was retained by the Commander.
5. SFC Smith has been counseled IAW AR 670-1, Para. 3-3h, that he/she is prohibited from obtaining new tattoos which are in violation of AR 670-1, Para. 3-3c.
6. SFC Smith has been counseled that if he/she obtains any new tattoos which are in violation of AR 670-1, Para. 3-3b-c, he/she could be removed for consideration for warrant officer appointment
7. Recommend **approval or Recommend disapproval** of SFC Smith's tattoo waiver request.
8. Point of contact for this action is the undersigned at 917-342-xxxx or je.jones.mil@mail.mil

Encl:
1. Photo, Right hand (Top)
2. Photo, Left hand (Top)

JAMES E. JONES
LTC, AR
Commanding

Requires signature of
Commanders (O5 or above)





Tattoo Validation/Waiver Request (Sister Services ONLY)

- **Memo required for ALL Sister Service applicants**
- **Commander (O-5 or above) will verify/document any extremist, indecent, sexist or racist tattoos anywhere on applicant's body (IAW AR 670-1. Para 3-3b)**
- **Commander (O-5 or above) will verify any tattoos below the wrist/above the collar (in Summer APFU) (IAW AR 670-1. Para 3-3c)**
- **If applicant does not have extremist, indecent, sexist or racist tattoos or tattoos below the wrist/above the collar (in Summer PT Shirt), the Commander will indicate "None" on lines 1.a. and 2.a though 2.d (respectively)**
- **Sample memo located on downloads tab of Recruiting website**



**Sister Service Unit
Memorandum Letter head**

**REPLY TO
INTENTION OF:**

22 OCT 2014

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-SP,
Fort Knox, Kentucky 40121-2725
SUBJECT: Tattoo Validation and Policy Waiver Validation for SFC SMITH, Thomas T., xxxx-xx-0000

1. A check for tattoos or brands on SFC Smith's entire body was conducted. The listing below identifies those tattoos or brands that could be perceived as prejudicial to good order and discipline (extremist, indecent, sexist, racist) in accordance with guidance provided in AR 670-1, Para. 3-3b (dated 10 APR 2015).
 - a. Chest:
 - (1) Left - 4.0" x 3.0", "hand gun" with "bullet"; applicant states tattoo was obtained as symbol of previous combat tour.
2. In accordance with AR 670-1, Para. 3-3e (dated 10 APR 2015), a check for tattoos or brands above the neckline, below the wrists, and on the hands was conducted for SFC Smith, Thomas T. The listing below identifies those tattoos or brands identified.
 - a. Head (including on/inside the eyelids, mouth, and ears/face): None
 - b. Above the Army (short sleeve) PT Shirt neck line: None
 - c. Hands (allowed one ring tattoo per hand IAW AR 670-1, Para 3-3c): None
 - d. Below the wrist bone:
 - (1) Right - 2.0" x 2.0", family symbol "MS" with "J" one side and "T" on the other.
 - (2) Left - 2" x 1", "Mickey Mouse"
3. SFC Smith **is or is not** in compliance with Tattoo, Branding, and Body Mutilation Policy, AR 670-1, Para. 3-3b and 3-3c.
4. SFC Smith **does or does not** require a tattoo waiver for warrant officer appointment.
5. SFC Smith has been counseled that if he/she obtains any new tattoos, brands or mutilations which are in violation of AR 670-1, Para. 3-3b and 3-3c, he/she could be removed for consideration for warrant officer appointment.
6. Recommend **approval or Recommend disapproval** of SFC Smith's tattoo waiver request.
7. Point of contact for this action is the undersigned at 917-342-xxxx or je_jones.mil@mail.mil.

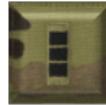
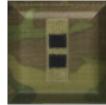
End:

Encl.
1. Photo, Chest (Left)
2. Photo, Left hand (Top)
3. Photo, Right hand (Top)

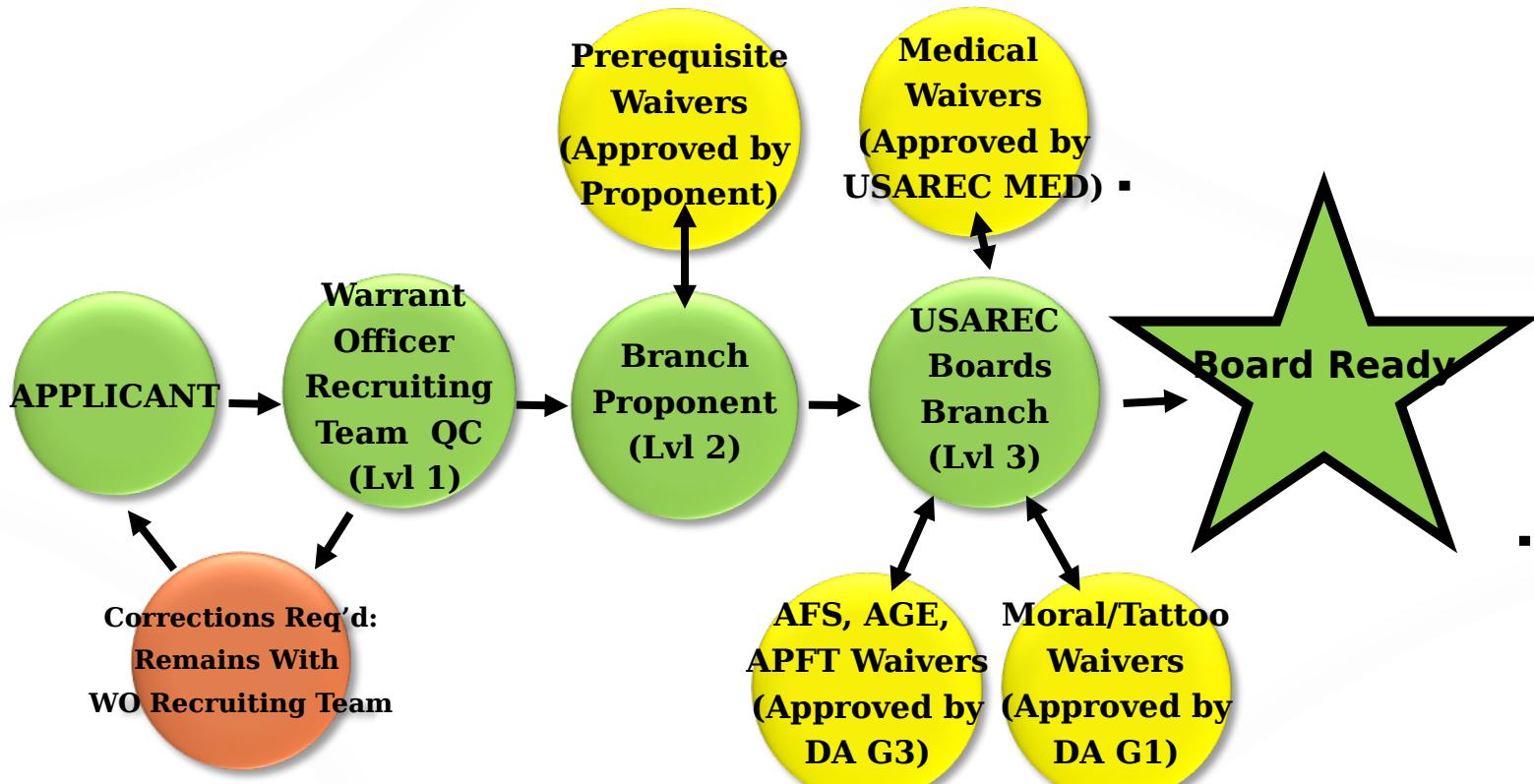
JAMES E. JONES
RANK, Branch
Commanding

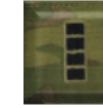
Requires signature of
Commanders (O5 or above)





Application Process





Selection Board

- Packet will be reviewed twice if 1st time FQ-NS
- Two Time Non-Select Must Wait 12 months
 - Waiverable by USAREC Boards Branch under special circumstances
- Board Results Released in MILPER message on HRC Website w/in approx. 3 business days (Announcement of MILPER made on WO FB Page)

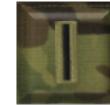


Fully Qualified - Selected - Q-S

Fully Qualified - Non-select (First Board) - FQ-NS

Non Competitive - Non-select (Second Board) - NC-NS





Warrant Officer Candidate School

- Selectees will attend Warrant Officer Candidate School (WOCS)
 - E5 graduated from BLC and E6 and above = 4 weeks and 4 days
 - E5 non-graduate from BLC and all E1 to E4 = 6 weeks and 4 days
 - Other services = 6 weeks and 4 days w/exceptions (Refer to SOU)
 - TDY and return to unit upon graduation, then PCS to WOBC location
- WOCS and Flight School are located at Fort Rucker, Alabama
- Graduation = Conditional Promotion (Appointment to WO1)

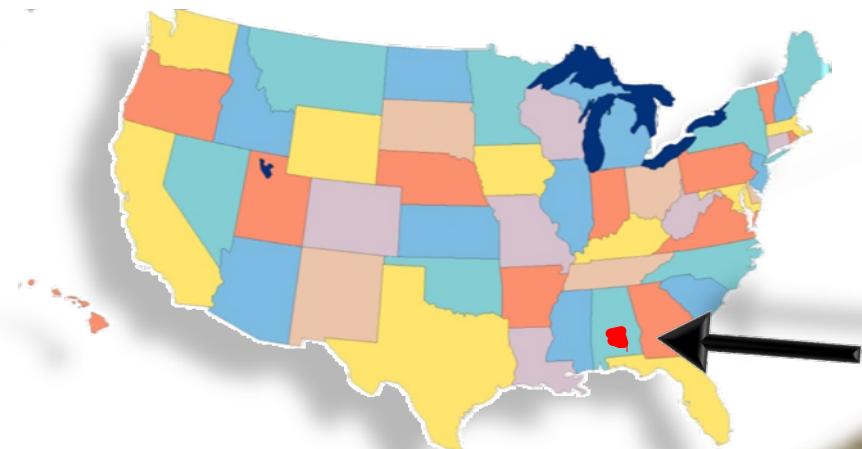
Skill Enhancement

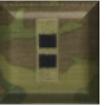
Leadership Potential
Self Discipline
Attention to Detail
Time Management

Professional Development

Leadership
Communication
Management
Ethics

<http://usawocc.army.mil/>





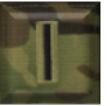
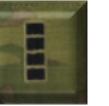
A Day in the Life of a Candidate



1st Warrant Officer Company

- 0500 - Wake Up
- 0530 - First Formation
- 0530 - 0635 - PT
- 0635 - 0730 - Hygiene
- 0730 - 0815 - Breakfast
- 0815 - 1230 - Academic
- 1230 - 1330 - Lunch
- 1330 - 1720 - Academic
- 1730 - 1820 - Admin
- 1805 - 1900 - Dinner
- 1900 - 2245 - Candidate Leadership Designs and Implements Schedule To Accomplish Specified Tasks
- 2245 - 0500 - Lights Out





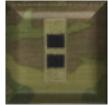
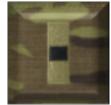
Key Take-Aways

- **Packet deadlines:** Posted on website; generally two months prior to board week. (Should be earlier, if waivers are requested)
- **Contact Proponent** for assistance locating a SWO to write LOR
- **Send your packet to USAREC "Electronically"** (Details on Website)
- **Remove certificates when emailing packet (Slows Processing)**
- **153A Applicants - Prepare for SIFT (Selection Instrument for Flight Training)**
- **QC your own packet (S-1, WO, SR NCO, Officer, and Civilian)**
- **All the information you need is on our website. (Recruiters)**



www.usarec.army.mil/warrant





Questions?

If you have
Suggestions, Questions, or Advice please e-mail the Warrant Officer Recruiting Team at

usarmy.knox.usarec.mbx.9sbn-wo-team-questions@mail.mil

and



Like us on
Facebook

“Warrant Officer Recruiting”

Southern Region WO Recruiter:
CW3 Rich Brumfield

Richard.d.Brumfield@mail.mil

706-313-1231

